

# T.Byrd Business and Technology Consulting

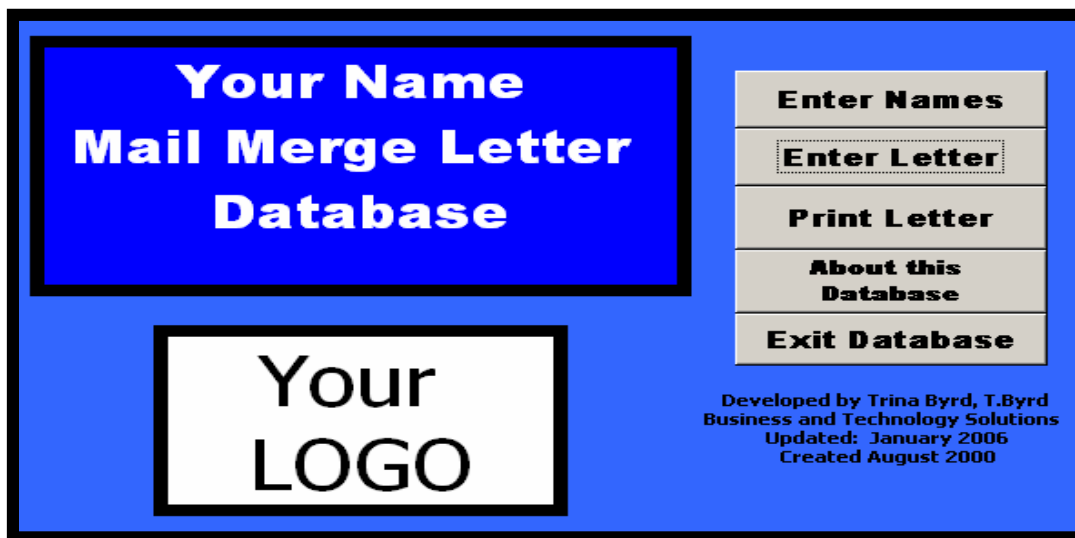
## T.Byrd Computers Mail Merge Database

### Introduction:

This trial version of the Mail Merge Database is designed to show you the capabilities of using Microsoft Access.

### Description:

This database is a customized program that allows you to complete mail merging very easily. More importantly it allows you to keep track of the letters you send out to customers, but only typing the letter once and everyone in your contact list will receive the letter. You might say, well Microsoft Word already does that and your absolutely correct. However, Microsoft Word does not track information about the client when you receive feed back from the letter you sent out. This database does and it can also be customized to do a lot more, such as labels, tracking phone calls, visits to the client, documents or projects created for client. To learn more; call T.Byrd Computers and request to attend one of our free Customized Software and Design for Beginners Seminar. 609-484-9356.



### Procedure:

Select the "Print Letter" button and then enter the number 1. A letter will appear for each person that has been previously added to the database. Scroll at the bottom of the screen to the next record and you will see each record has a different name, but the same letter – Mail Merging at its best. Next select the other buttons and view how easy you can create a customer listing and then send out letters.

**Call T.Byrd Computers for more information and how you can purchase this database and the customized services to fit the needs of your business at: 609-484-9356.**